

## **Statement of work**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Attachment 1 – Video Conference Bridge Infrastructure Equipment Performance Specification
- B. Attachment 2 - Video Conference Bridge Infrastructure Equipment List

#### **1.2 SUMMARY**

- A. Bid Submittal Includes: The Contractor shall provide all labor, materials, tools, transportation services, supervision, coordination, etc., necessary to provide and install a fully functional Video Conference Bridge network system, as described in this specification and on the associated contract drawings. The system includes, but is not limited to the following:
  - 1. Video Conference Bridge Multipoint Control Unit
  - 2. ISDN Gateway
  - 3. H.323 Gatekeeper
  - 4. Firewall Traversal Appliance
  - 5. Desktop Video Conference Bridge Client
  - 6. Mobile Video Conference Bridge Client
  - 7. Video Conference Management Suite
  - 8. Video Conference Bridge Recording Software
- B. The items listed in 1.2.A are to be provided and installed by the Contractor as a part of this Specification. The following items shall be provided and installed by the Courts. It shall be the Audiovisual Contractor's responsibility to coordinate the proper installation of this equipment as it relates to this specification.
  - 1. AC power (with the exception of power distribution within equipment racks).

#### **1.3 SUBMITTALS**

- A. Conform to Division 1 – General Requirements Specifications governing Prime Project.
- B. Bid Submission: Submit a complete and accurate listing of all equipment to be used in assembling the system(s). Clearly identify equipment not listed in the Specification (either substitute equipment or additional equipment required to meet the design intent).
- C. Separate the cost for the specified systems into a minimum of the following categories:
  - 1. Itemized cost of equipment and associated installation.
  - 2. Itemized cost of any optional equipment (cost shall be valid for a period of 60 days from the date of bid acceptance).
  - 3. Itemized cost of any optional equipment installation (cost shall be valid for a period of 60 days from the date of bid acceptance).
  - 4. Cost of an extended warranty. Refer to Section 3.5.
- D. Shop & Field Drawings: Submit the following for approval before actual purchase, assembly, or installation of equipment:
  - 1. Catalog data sheets of all equipment, including substitutes to be furnished.
  - 2. Block diagrams indicating the proposed interconnection of all equipment to be furnished.
  - 3. Other information as appropriate or as required in other sections of this Specification.

- E. As-Built Drawings: Submit "as-built" versions of all shop & field drawings for approval prior to final acceptance testing. Include cable numbers for all equipment interconnection drawings. See Section 3.

#### 1.4 QUALITY ASSURANCE

##### A. Contractor Qualifications:

1. The Contractor shall be an Avaya Platinum Partner for both Telephone and video Conference bridge solutions.
2. The Contractor shall be licensed in the District of Columbia to perform the work specified in this Specification.
3. The Contractor shall provide to the Courts three (3) references with contact names and valid telephone numbers regarding similar projects successfully completed within the last three (3) years. Submit this information using Attachment J.9 Past Performance Evaluation Form.
4. The Contractor shall be capable of providing manufacturer-specified installation, programming, training, maintenance and repair for all equipment provided.
5. The Contractor shall be responsible for any required low voltage permits.
6. The Contractor shall provide onsite response time within 2-4 hours.

### PART 2 - PRODUCTS

#### 2.1 SUBSTITUTIONS

- A. Specifications and drawings indicate audiovisual equipment based on specific products indicated. Other manufacturer's equipment with equal size and performance characteristics may be considered. Refer to the attached equipment list.
- B. Submit substitution requests during the bid submission phase of the project with manufacturer data sheets indicating the appropriate performance specifications of the equipment.
- C. The Courts, prior to approval, may require evaluation of substitute equipment. The Contractor shall be responsible for the costs of any required evaluation and testing.
- D. Any use of substitute equipment shall be at no extra cost to the Courts.

#### 2.2 EQUIPMENT

- A. The equipment list shall be used as the basis of design for preliminary pricing purposes. All equipment selections and wiring schematics shall be reviewed by the Courts prior to purchase by the Contractor to incorporate the latest technology and design requirements.
- B. Substitute equipment shall meet or exceed the performance specifications of the basis of design equipment and shall be at no additional cost to the Courts.

#### 2.3 System Description

- A. See attached Video Conference Bridge equipment performance specification and equipment list.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. All network connections, required IP addresses, and ISDN configuration requirements will be coordinated by the Contractor with the Court's network team a minimum of four weeks prior to implementation.
- B. Coordinate the installation of all equipment, wiring, and associated hardware with the Court's IT department.
- C. Perform installation in strict accordance with standard broadcast practices, the National Electrical Code, and any other governing codes.
- D. Install all equipment in appropriate cabinets or consoles at the locations designated by the Courts.
- E. Label all cables on both ends.

### 3.2 ACCEPTANCE TESTS

- A. After preliminary system installation and adjustment, conduct an Acceptance Test with representatives from the Courts present.
- B. Demonstrate the overall operation of each individual piece of equipment in the system, and of the system as a whole. Demonstrate that equipment functions according to manufacturer's specifications, industry standards, and as stated in this Specification Section.
- C. Maintain documentation of all performance tests.
- D. Following the acceptance testing, the Courts will issue a system punch list to be completed by the installer for final completion of the specified scope of work.

### 3.3 SYSTEM TRAINING AND OPERATION ASSISTANCE

- A. Conduct on-site training programs to instruct the Courts on overall system and individual equipment operation, basic preventative maintenance, and basic system troubleshooting.
- B. Provide a nominal 40 hours of training which may be scheduled at the Courts' request at any time up to a year following system acceptance.
- C. Provide a minimum of two training sessions:
  - 1. The first session shall occur immediately after the acceptance of the systems and cover the basic operation of each system.
  - 2. Provide the second training session approximately four weeks from the first session. The operation and maintenance manuals for the equipment shall be completed and presented to the client at this time. This training session will be used to train additional people and/or to answer questions/resolve issues developed within the first month of system use.
- D. Provide in the bid submittal an hourly rate, valid for one year from the acceptance date of the system installation, for any requested additional training or operation assistance (above and beyond the 40 initial hours).

### 3.4 OPERATING INSTRUCTIONS

- A. Upon acceptance of the system, provide six sets of manuals detailing the installation, operation, and service of each audiovisual system. Provide three hard copies and three electronic copies (CD ROM).
  - 1. The manuals shall be clearly indexed and contain a minimum of the following as applicable:
    - a. As-built drawings as described in Section 1.3 above. Drawings shall be of an appropriate size to allow all text to be clearly legible. Electronic copies shall be in AutoCAD (DWG) and PDF formats.
    - b. List of provided equipment. List shall be organized by room # and shall include quantities, rack locations, and serial numbers.
    - c. Manufacturer's instruction manuals.
    - d. Manufacturer's service instructions.
    - e. Manufacturer's warranty information.
    - f. IP addresses of all equipment.
    - g. Telephone and ISDN line numbers of all related Video Conference Bridge equipment.
  - 2. Unless otherwise noted, all information on the CD ROMs shall be in PDF format.
- B. The operation guide shall be completed by and used for the second training session.
- C. Submit according to Division 1 – General Requirements

### 3.5 WARRANTY AND MAINTENANCE

- A. Guarantee the system for a period of one year from the date of final system acceptance against defective materials, design, workmanship, and improper adjustment. Repair or replace any defective material at no expense to the Owner (DC Courts), provided it does not show abuse. During the warranty period, respond to any service calls within 24-hours (including Saturdays, Sundays, and holidays). Where possible, provide substitute equipment to maintain system operation during repair at no additional cost to the Courts.
- B. Provide service calls at quarterly intervals throughout the warranty period to perform routine system maintenance and adjustment.
- C. The above warranty shall not void warranties issued by individual equipment manufacturers. Individual warranties valid for greater than one year shall remain in full effect.
- D. The above warranty shall not void any rights guaranteed to the Owner by law.
- E. The above warranty shall not pertain to existing owner-provided equipment.
- F. Provide the cost for an extended service contract valid for one year from the date of the conclusion of the initial warranty. The service contract shall include quarterly site visits to conduct preventative maintenance and Owner directed service adjustments.

END OF SPECIFICATION – SEE ATTACHMENTS